

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 108
JUNE 15, 2011 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, June 15, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Mike Simmons, Connie Bowers, Joantha Guthrie, Colleen Jokinen, Steve Marx, Jan Van Muyden, Phil Cohen

Others Present: Elaine Marlow, Budget Director, Mark Brown, Bob Pederson, Dave Jamieson, Rufus Rose, Steve Erickson, Marianne Edain. Tom Cahill, Karen Stewart, SMP Coordinator, Jeff Lauderdale

Record Part 1 @00:45

Add-on

Subject: SHSGP Contract E10-206, with Amendments A & B

Attachment: Memo & Copies of SHSGP Contract E10-206, w/Amendments A & B

Proposed Action: Subrecipient agreement for the pass-through of State Homeland Security Grant money administered by the Snohomish County DEM through Island County DEM to the City of Oak Harbor in the amount of \$25,000.00.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Supplemental Agreement No. 7, Juvenile Detention Center

Attachment: yes

Proposed Action: Supplemental Agreement No. 7, Juvenile Detention Center, KMD Architects and Planners, Professional Architectural and Engineering Services consultant contract; completion date revised to December 31, 2011.

Follow up: Okay with Board.

Subject: Sole Source purchase of software

Attachment: yes

Proposed Action: Resolution in the matter of purchasing software from Cascade Systems Software as a sole source item exempt from competitive bidding for WIN-CAMs conversion to Integrated Financial Accounting System (IFAS).

Follow up: Okay with Board.

Roads

Subject: Proposed Golf Cart Ordinance

Attachment: Memorandum, RCW 46.08.175, Draft Island County Golf Cart Zone Ordinance, Example of Neighborhood Golf Cart Zone & Associated Signs

Proposed Action: The legislature passed a bill which allowed local jurisdictions to create Golf Cart Zones in areas of roads with speed limits of 25 mph or less. At the request of the Board Public Works drafted a Golf Cart Zone ordinance.

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Public Works has received a request from the Beverly Beach community for the establishment of a Golf Cart Zone in their neighborhood.

Bill Oakes and Sheriff Brown expressed public safety concerns from a traffic engineering standpoint.

Follow Up: Continue to refine the ordinance to address the public safety concerns and still meet the needs of the community requesting the Golf Cart Zone. Bring back for discussion at the July 13, 2011 work session.

Public Works

Subject: 2012-2017 Capital Improvement Program (CIP)

Attachment: Draft 2012-2017 Proposed CIP Schedule

Proposed Action:

Follow Up: Tabled.

Subject: Parks Plan Policies

Attachment: Briefing Memo

Proposed Action: Bill Oakes noted that as a general policy the parks plan focuses on the County's passive use parks. It is the recommendation of the consultant and staff to try and find other entities to take over the County's high intensity/high use parks.

Additionally, staff would like to get the Board's direction on two policy issues Public Works feels should be addressed in the Parks Plan: 1) Hunting on Island County Park Property; and 2) Tobacco or Smoke-Free policy for Island County Park properties.

Bill proposed policy statements be included in the parks plan to allow hunting on parcels where it can be done safely and restricting smoking to designated areas.

After a lengthy discussion the Board asked Bill Oakes to draft policy statements to address the Board's comments regarding hunting and smoking in county parks.

Follow Up: Bring back to a future work session.

Subject: Parks – Amendment No. 1/Interlocal Agreement between Oak Harbor School District No. 201, City of Oak Harbor & Island County

Attachment: Memo, Amendment No. 1 & Interlocal Agreement

Proposed Action: Amendment No. 1 terminates the Interlocal Agreement effective August 31, 2010.

Follow Up: Okay with Board.

Subject: DOE Proposal for NPDES Phase II Inclusion of the Oak Harbor UGA

Attachment: [PowerPoint](#)

Proposed Action: Initial briefing on the National Pollutant Discharge Elimination System (NPDES) Phase 2 proposal. Possible compliance requirements for unincorporated areas near "Bubble City".

Follow up: Bill will continue to keep the Board updated.

Planning & Community Development
Summary Minutes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 110
JUNE 15, 2011 – WORK SESSIONS**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, June 15, 2011, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair **Staff:** Pam Dill
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: Bob Pederson, Director, Karen Stewart, SMP Coordinator

Others Present: Elaine Marlow, Budget Director, Bill Oakes, Marianne Edain, Steve Erickson, Jessie Stensland "Whidbey News Times", Joantha Guthrie, Steve Marx, Rufus Rose, Jeff Lauderdale, Dean Enell, Elliott, Mike McVay, 10 members of the public

Record Part 2@00:20

Subject: SMP update

Attachments: [PowerPoint](#)

Presentation: Karen Stewart briefed the Board on the status of the Shoreline Management Program regarding public access points.

Members of the public commented on the need for the SMP to consider public access rights and to identify, catalog and map every public access even if they are not used.

**Facilities Department
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, June 15, 2011, at 11:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair **Staff:** Pam Dill
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: Dan Sherk, Facilities Director

Others Present: Elaine Marlow, Budget Director, Cathy d'Almeida, Energy Solutions, LLC, Rufus Rose, Jeff Lauderdale, Steve Erickson

Record Part 2@47:25

Subject: Summer projects

Attachments: none

Information:

- Stucco repairs on Administration Building.
- Move CASA water lines to a place where they will not freeze in the winter.
- Replacement of Jail freezer and cooler compressors and evaporators.
- Storage room for Solid Waste.

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Subject: GHG/Carbon Emissions inventory update

Attachments: none

Discussion: Cathy d'Almeida, Energy Solutions, L.L.C. updated the Board on the Green House (GHG) Emissions Inventory and resulting Climate Protection Plan.

Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, June 15, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair **Staff:** Pam Dill
 Helen Price Johnson, Member
 Kelly Emerson, Member

Present: Sheilah Crider, Anne LaCour, Wanda Grone

Others Present: Elaine Marlow, Budget Director

Record Part 3@00:10

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

Island County Auditor
Summary Minutes

Work Session was held between the County Commissioners and the Auditor on Wednesday, June 15, 2011, at 1:35 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair **Staff:** Pam Dill
 Helen Price Johnson, Member
 Kelly Emerson, Member

Present: Sheilah Crider, Auditor, Anne LaCour

Others Present: Elaine Marlow, Budget Director

Record Part 3@30:40

Subject: Redistricting update

Attachment: Memorandum dated June 14, 2011 from Sheilah Crider to BOCC

Discussion: Sheilah Crider briefed the Board on the redistricting process and timeline.

Health Department
Summary Minutes

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 112
JUNE 15, 2011 – WORK SESSIONS

Work Session was held between the County Commissioners and the Health Department on Wednesday, June 15, 2011, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Angie Homola, Chair	Staff: Pam Dill
	Helen Price Johnson, Member	
	Kelly Emerson, Member	

Staff Present: Keith Higman, Director, Suzanne Turner, Linda Telles

Others Present: Elaine Marlow, Budget Director

Record Part 3@54:40

Environmental Health

Subject: On-Site training program banners/posters – educational materials

Attachment: yes

Proposed Action: PO #9509 for \$10,834.00 for production of 49 banners for on-site training program; two to be retained for the Island County Public Health On-Site training program, 47 to be distributed to DOH to state-wide local health jurisdictions for use in their on-site training programs. All paid for by Department of Health.

Follow up: Okay with Board to move forward pending legal and risk review.

Subject: Update on search for Environmental Health Director

Attachment: none

Proposed Action: Keith noted he will be advertising again for the Environmental Health Director position to ensure they have a talented comprehensive pool of candidates.

Subject: Federal/State Budget for Public Health funding in 2012

Attachment: none

Information:

Sources of funding that remain at the 2010/2011 level

- Local Capacity Development Funds
- I-695 backfill funds
- Coordinated Prevention Grant funds

Known reductions:

- Funding for communicable disease, chronic disease, uptake of underutilized vaccines and STD work has been reduced by 50%.
- Public Health Emergency Preparedness and Response Funding – 14% reduction
- No funding for HIV and AIDS prevention and control other than \$10,000 for Needle Exchange Program.
- 10% Reduction in Maternal and Child Health support program
- Supplemental Nutrition Assistance Program (SNAP-Ed) – funding cut in half

Eliminated:

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- Tobacco Prevention and Control
- Oral Health funds

Unknowns:

- WIC
- Site Hazard Assessment Program
- Department of Health grant for local management plan implementation for on-site program
- Early Intervention Program/Early Family Support Services (EIP/EFSS)

General Services Administration
Summary Minutes

Work Session was held between the County Commissioners and General Services Administration on Wednesday, June 15, 2011, at 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair **Staff:** Pam Dill
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: Betty Kemp, Director

Others Present: Elaine Marlow, Budget Director, Carol Barnes, Animal Control, Sheriff Mark Brown, Greg Banks, Rufus Rose, Jeff Lauderdale, Steve Erickson

Record Part 3@01:28:40

Animal Control/Shelter

Subject: Changes to Island County Code 6.08

Attachment: yes

Proposed Action: Proposal to move forward with the recommended changes to the code to decriminalize violations of the Animal Enforcement Code. Greg Banks and Sheriff Brown spoke in favor of the proposed changes. Sheriff Brown suggested a couple of possible exceptions: 1) continue violation of ICC 6.08.183 (Abandonment Unlawful) as a criminal misdemeanor, 2) continue violation of ICC 6.08.090 (Control Off Premises) where an animal or person is injured as a criminal misdemeanor.

Betty reviewed the proposed increases to the dog license fees. Commissioner Price Johnson asked Betty to survey other counties license fees for "group/breeders".

Follow up: Continue review of ICC 6.08 and license fees at the July 6, 2011 work session.

WSU / Extension Services
Summary Minutes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 114
JUNE 15, 2011 – WORK SESSIONS**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, June 15, 2011, at 2:55 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Tim Lawrence, Director, Lynette Goodell

Others Present: Elaine Marlow, Budget Director

Recording Part 3@01:51:10

Subject: Russell Family Foundation Grant

Attachments: none

Information: WSU Extension was successful in acquiring a grant in the amount of \$20,000 from the Russell Family Foundation for increasing Awareness of LID Systems for Commercial properties.

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, June 15, 2011, at 3:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Brooke Powell, Interim Administrator

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Recording Part 3@01:57:45

Subject: Agreement to Provide Family Law Courthouse Facilitator Services Amendment #1

Attachment: yes

Proposed Action: Amendment No. 1 to Agreement to provide Family Law Courthouse Facilitator Services; extension to timeline through 8/31/11.

Follow-up: Okay with Board to move forward to Monday's agenda.

**Human Resources
Summary Minutes**

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 115
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Work Session was held between the County Commissioners and Human Resources on Wednesday, June 15, 2011 at 3:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Linda Telles, Steve Erickson, Dave Jamieson, Wanda Grone, Dan Mitchell, Brooke Powell, Keith Higman, Diana Vaughn, Bob Pederson, Dan Mitchell, Andy Griffin

Recording Part 3@02:01:54

Subject: PAA's

Attachment: none

Proposed Action:

Juvenile

- Detention Officer – replacement position

Treasurer

- Temporary employee, 28 hours per week until December 31, to assist Dawn Thomas with adjustments – Grade C-6

Public Works

- Two full time Park techs
- 1 temporary Park tech

Health Department

- Accounting Supervisor – replacement position – cross training for one month
- Assistant Planner – replacement position

Follow up: Okay with Board.

Subject: Voluntary turnover at Island County

Attachment:

Proposed Action: Postponed.

Follow up:

Subject: Resolution for revision of the Vacation Leave Policy

Attachment: yes

Proposed Action: Melanie reviewed the proposed changes to the Vacation Leave Policy with the Board.

Follow up: Continue discussion at the July 6, 2011 work session.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, June 15, 2011, at 3:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Sheriff Brown, Andy Griffin, Bob Pederson, Keith Higman, Steve Erickson, Dan Mitchell, Rufus Rose, Jeff Lauderdale

Recording Part 3@02:39:40

Subject: Restricting Fireworks

Attachment: Uniform Fire Code, Citizen Petitions

Discussion: Commissioner Price Johnson received petitions requesting restriction of the discharge of fireworks to two days (July 3-4), rather than the 9 days (June 28-July 6) currently allowed under the Uniform Fire Code.

Andy Griffin pointed out that the restriction could be an issue for public service organizations that sell fireworks.

Follow up: The Board determined that the timeline was too short to make any changes to the code this year but will revisit the issue of amending the code for next year.

Subject: Consider applicants for the Conservation Futures Citizens Advisory Board

Attachments: yes

Proposed Action: No applications received.

Follow-up: Re-advertise prior to next year's Conservation Futures Funds Annual Allocation.

Subject: Amendment #1 South Whidbey Historical Society

Attachments: yes

Proposed Action: Amendment to contract to allow the funds to be spent toward deferred maintenance of the museum building where the artifacts are stored.

Follow-up: Okay to move forward to a Monday agenda.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board